

**OFFICE OF THE DEPUTY DIRECTOR (GAB)
DELHI JAL BOARD: GOVT OF NCT OF DELHI**

VARUNLAYA PHASE-II; JHANDEWALAN; KAROL BAGH

No. DJB/AC(GAB)/STORE/2023/ D-296

Dated: 27/10/2023

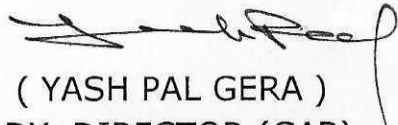
A round of the VP-II was conducted by CEO, DJB recently. During his visit to the basement of VP-II at Hall No.5 it was observed that a lot of material i.e. files, papers & almirahs etc were thrown here and there without any systematic way. The CEO, DJB has shown his displeasure on this haphazard manner of throwing the materials.

It has been instructed that:

- 1 The files/papers lying in the haphazard manner may be kept systematically in proper almirah/bags with a slip thereon as to which section it belongs.
- 2 The almirahs placed in the store should bear the name of the division to which it belongs.

All concerned are, therefore, informed that necessary action as stated above may be taken within 3 days so as to prepare the status report on the same.



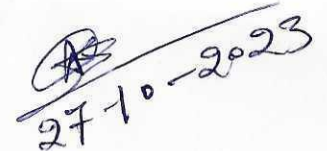

(YASH PAL GERA)
DY. DIRECTOR (GAB)

ALL DDOs, VP-II

Copy to:-

- 1- EE(EDA) - for uploading on DJB website.




27-10-2023